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AUTHOR Piette, Mary I.; Smith, Nathan M.
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ABSTRACT

This manual introduces the novice searcher to ERIC on Disc and discusses how to prepare for a search by creating a search statement; how to locate ERIC terms using the Thesaurus of ERIC Descriptors; and how to modify and limit the search using boolean logic. A computer keyboard illustration accompanies descriptions of the functions of the keyboard, and a step-by-step search using ERIC descriptors--i.e., subject headings--is presented. Sample screens are provided to illustrate this process. The manual concludes with an overview of other search methods and additional search options (e.g., word/phrase index, author name, title, journal, publication year), and a sample document record is provided. (MAB)

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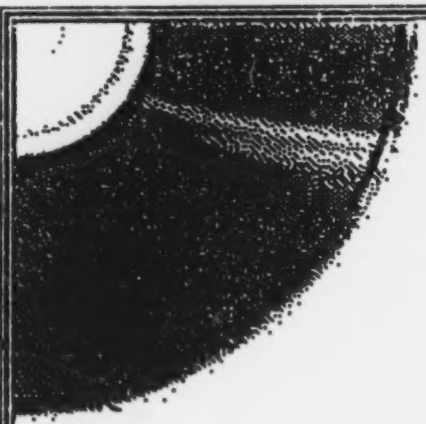

UTAH STATE UNIVERSITY
MERRILL LIBRARY presents...
A tutorial on using

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ERIC on Disc

Educational Resources Information Center CD-ROM Database.

By
Mary I. Piette &
Nathan M. Smith
November 1989

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How do I prepare to search?

1. Before you begin a search, outline in a short, concise statement exactly what kind of information is needed. Note the following example:

"I want to find information on the effect of television violence on children."

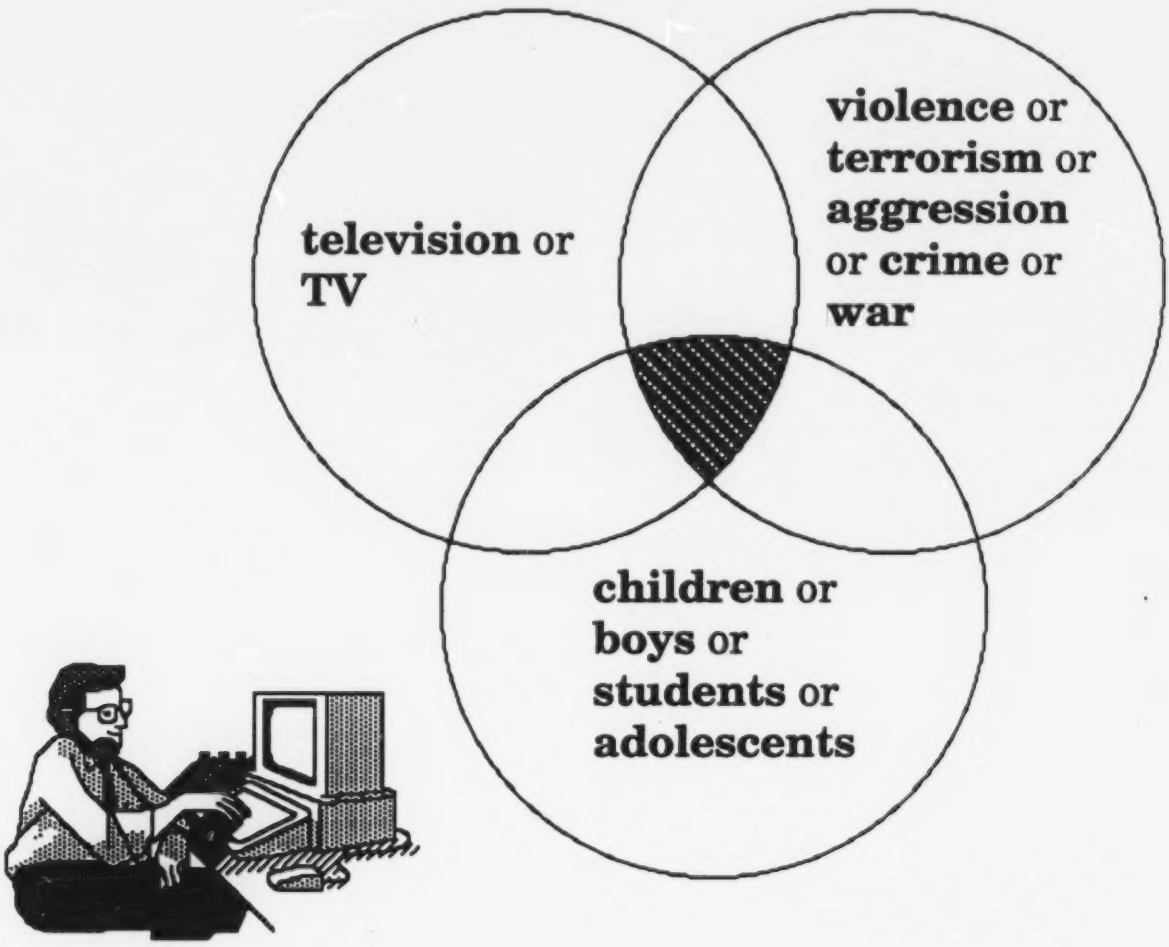
2. Analyze the search statement and list the key concepts or **terms** you might use. In the previous example, the concepts would be:

television or TV	violence or terrorism or aggression or crime or war	children or boys or students or adolescents

3. In order to find information using ERIC ON DISC, you need to use the **same terms** to look up information that ERIC uses to store information.

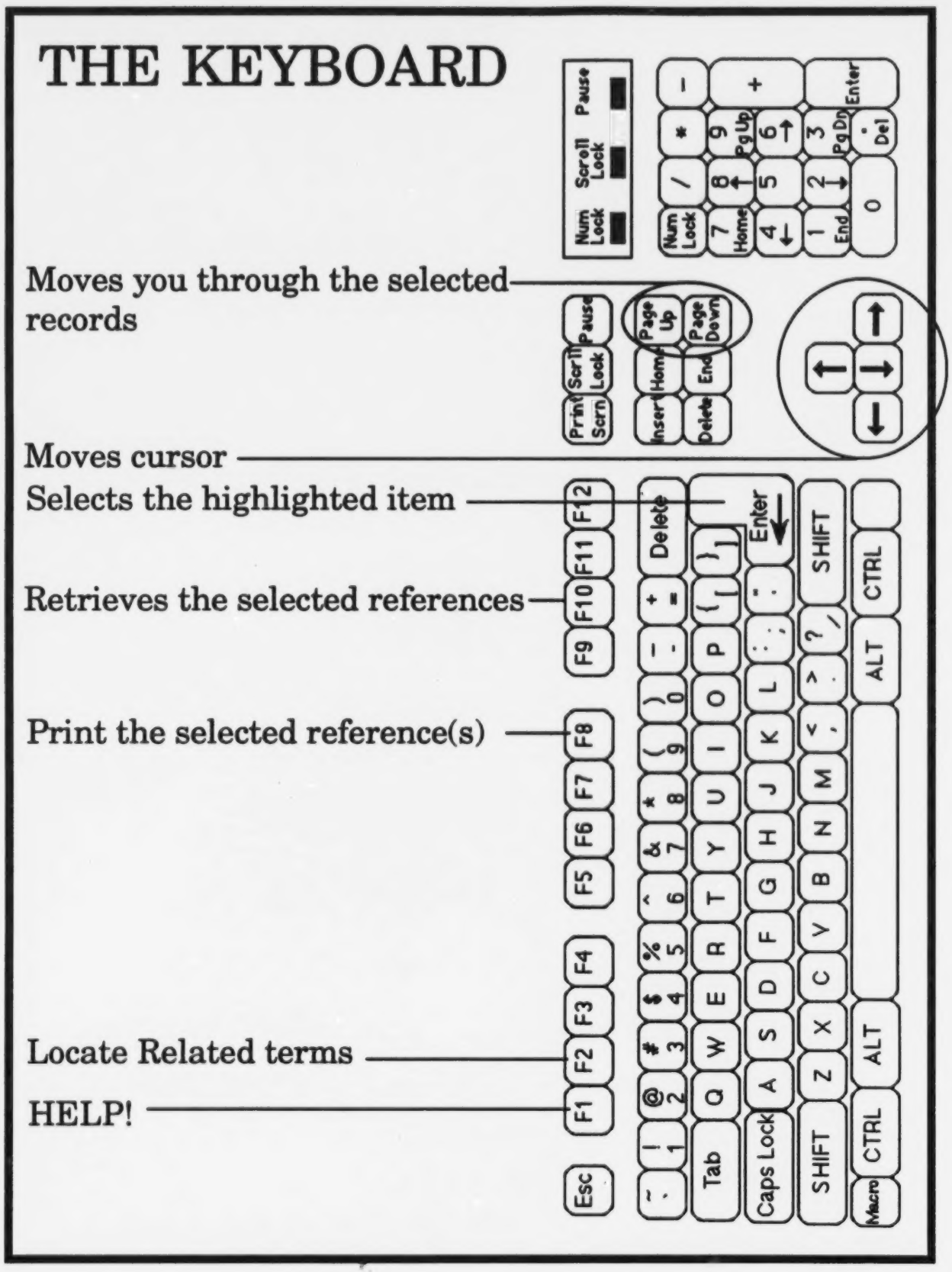
To match your terms to the ERIC terms, consult the **Thesaurus of ERIC Descriptors** (which is located near ERIC ON DISC) to determine the correct terms you should use.

4. When ERIC ON DISC searches for these terms, they will be combined as you "modify" and "limit" your search (as seen on the screen directions). Look at the following diagram. It helps illustrate how the three concepts are combined, resulting in a search where **only** the records including all these terms are located. (Limiting a search this way is known as **Boolean Logic**.)



Taking time now to do this preparation will improve your search results. Remember, a great search result is <u>not</u> in finding 200 or 2000 citations, but in locating 20 to 30 citations which exactly fit your needs!

THE KEYBOARD



Operating the Keyboard

Examine the illustration of the keyboard on the previous page. You should note that it is similar to other micro-computers. There are several keys which are important in searching...

ENTER at the side of the keyboard allows you to select the terms.

The function keys, located at the top of the keyboard, issue other commands:

F1 - calls the Help Screens

F2 - used in locating related terms for your search

F8 - begins printing

F10 - used to complete your search.

Pressing F10 instructs the computer to gather the related records for the terms you selected, and produce a numerical report of the number of records available.

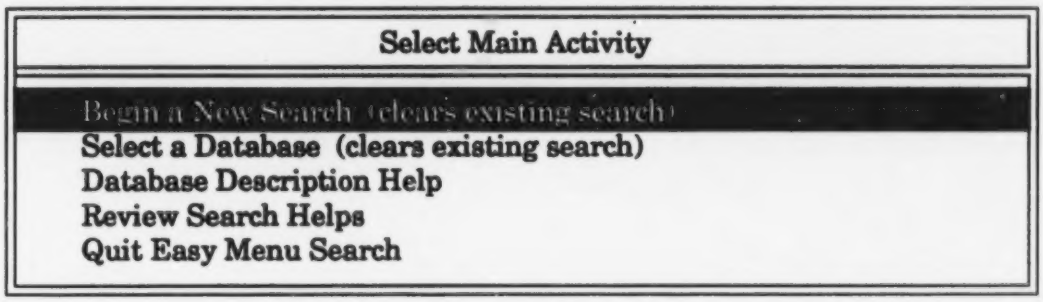
The **ARROW KEYS** at the side of the keyboard allow you to move the cursor about on the screen.

PAGE-UP and **PAGE-DOWN** allow you to move more quickly through the records.

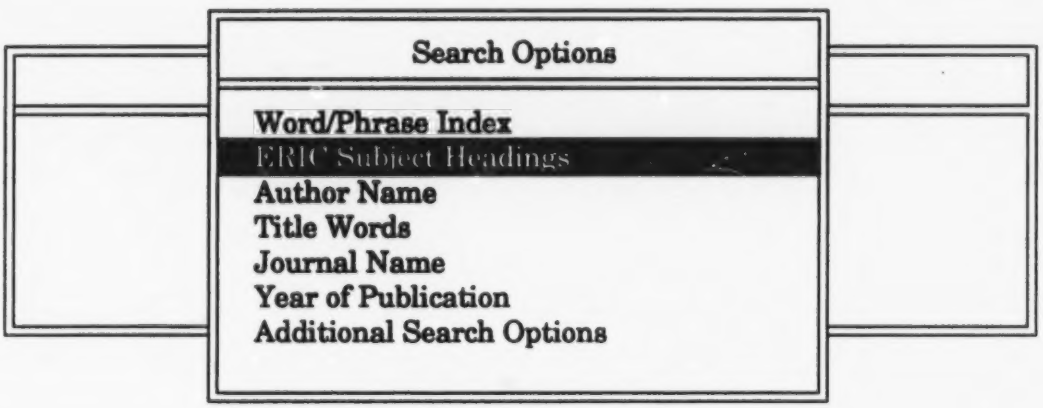
The keys you'll use most often are **ENTER** to select, **F10** to complete your search, and **F8** t

Beginning Your Search on ERIC ON DISC

The first screen you will see is the *Select Main Activity* screen.


Select Main Activity
Begin a New Search (clears existing search)
Select a Database (clears existing search)
Database Description Help
Review Search Helps
Quit Easy Menu Search

From the *Select Main Activity* menu, choose *Begin a New Search*. Use the vertical arrow keys to highlight this option, and then press **ENTER**. The *Search Options* menu will then appear.



To search by subject, you would highlight either *ERIC Subject Headings* or *Word/Phrase Index* and press **ENTER**. For beginning searches, use the *ERIC Subject Headings* option. For a list of descriptors, or assigned subject headings, see the Thesaurus of ERIC Descriptors near the ERIC terminal (or at the reference desk).

After you press ENTER, you'll see the following screen...

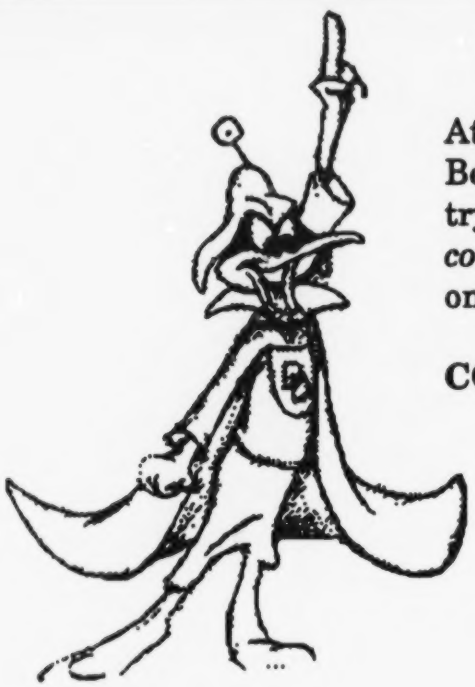
Beginning a New Search

--Move --Select F9-Restart ESC -Prev Menu

ERIC Subject Headings: Records # Related Terms

Type first few characters of Search Term

F1-Help ESC-Prev Menu



At this point, type in your subject headings. Before, we used *violence on television*. Let's try a different example - information on *content area reading*. (We found this a tough one to find...) Type in the following:

CONTENT AREA READING.

Beginning a New Search

--Move --Select F9-Restart ESC -Prev Menu

ERIC Subject Headings: Content Area Reading	Records	# Related Terms
CONTENT ANALYSIS// JOB	0	1
CONTENT AREA INSTRUCTION	1	
CONTENT AREA LEARNING	3	F2 for
CONTENT AREA READING	1,283	12 related
CONTENT AREA READING PROGRAM	1	terms
CONTENT AREA TEACHING	67	
CONTENT CODING	4	
CONTENT CRITERION// ITEM	1	
CONTENT CUES	3	
CONTENT DISTINCTION// FORM	1	
CONTENT EFFECT	1	
CONTENT EVALUATION	1	
CONTENT JOURNALS	1	
CONTENT KNOWLEDGE// SUBJECT		
CONTENT LEARNING		0 Entries Selected
CONTENT QUESTIONS		0 Records found

--Move¬ Select/Remove F10 When Done Esc - Prev Menu

As you type, an alphabetical list of subject terms will appear. After you have typed your subject, the highlight bar should be over the subject term you typed (if it is in the list). The number of records for each term or subject heading is listed to the right of the respective term. Press **ENTER** to select the records on your highlighted subject.

An asterick will then appear to the left of your term. (The vertical arrow keys will allow you to move to other terms which you may also select by pressing **ENTER.**) [*Note that once you press ENTER to select a term, the highlight bar automatically moves down to the next search term.*]

After selecting the term (or terms) desired, press **F10** to isolate these records from the remainder of the database.

The next screen will tell you how many records you have retrieved. The *SELECT MAIN ACTIVITY* menu will be listed below these results.

Here is the number of records you have retrieved from the ERIC database

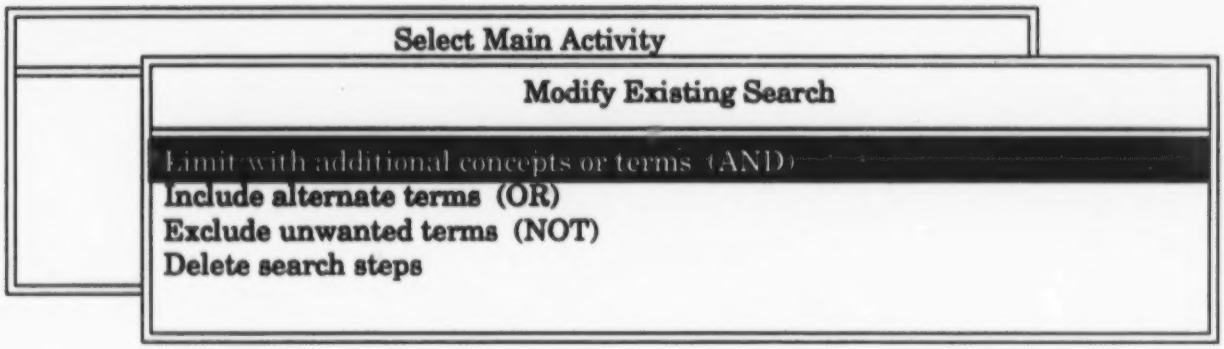
ERIC - CIJE & RIE 1980 - March 1989

1. 1,283 records with ERIC Subject Headings of CONTENT READING AREA

Select Main Activity
Display, print or transfer the Selected Record(s)
Modify the current search with additional criteria
Begin a New Search (clears existing search)
Select a Database (clears existing search)
Database Description Help
Review Search Helps
Quit Easy Menu Search

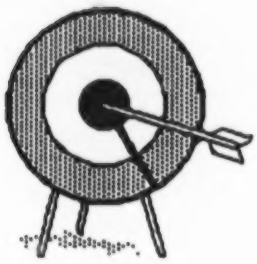
1,283 records would be too many to locate and read!!! You will want to refine your search to a narrower focus. To do this, you need to examine your topic and perhaps limit your search by discipline/subject area or years or grade level. In this example, we will limit by subject area -- Social Sciences.

Choose *Modify the current search with additional criteria* on the *Select Main Activity* menu. The *Modify Existing Search* menu appears as shown below:


Select Main Activity
Modify Existing Search
Limit with additional concepts or terms (AND)
Include alternate terms (OR)
Exclude unwanted terms (NOT)
Delete search steps

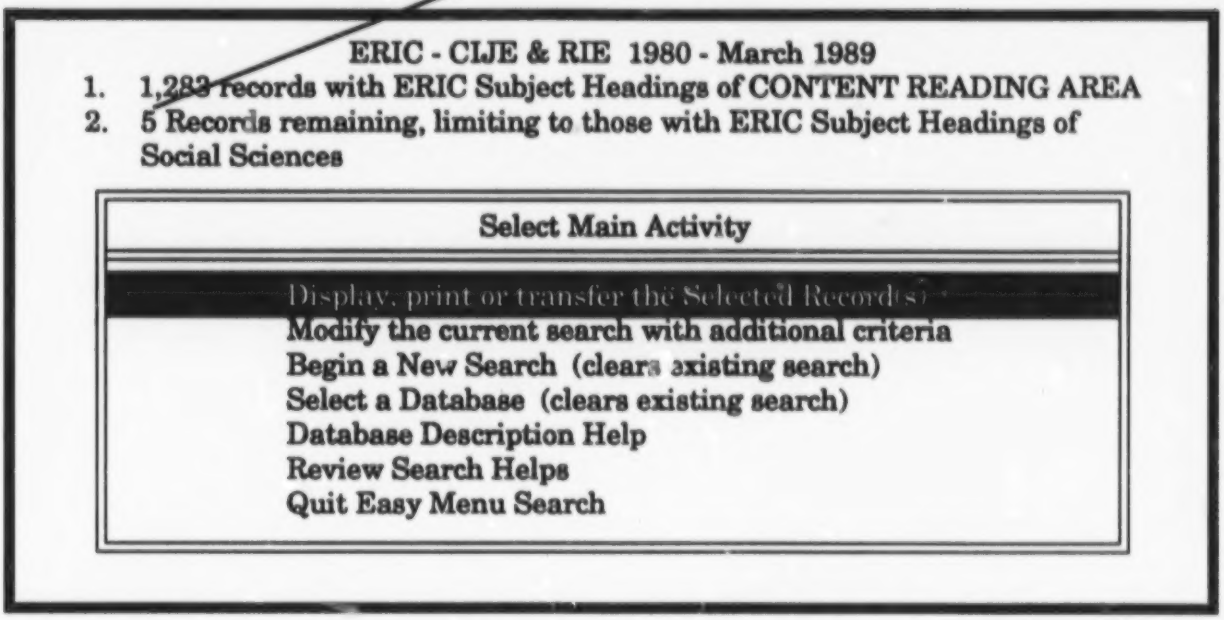
Select *Limit with additional concepts or terms (AND).* You will again see the *SEARCH OPTIONS* menu. Highlight either *Word/Phrase* or *ERIC Subject Headings (ERIC Subject Headings* preferred) and press **ENTER**.

Type in your term which will modify the search. In this case the term is **SOCIAL SCIENCES.** Press **ENTER** again to select these citations, then press **F10** to combine and isolate those records which contain both CONTENT AREA READING ***and*** SOCIAL SCIENCES.



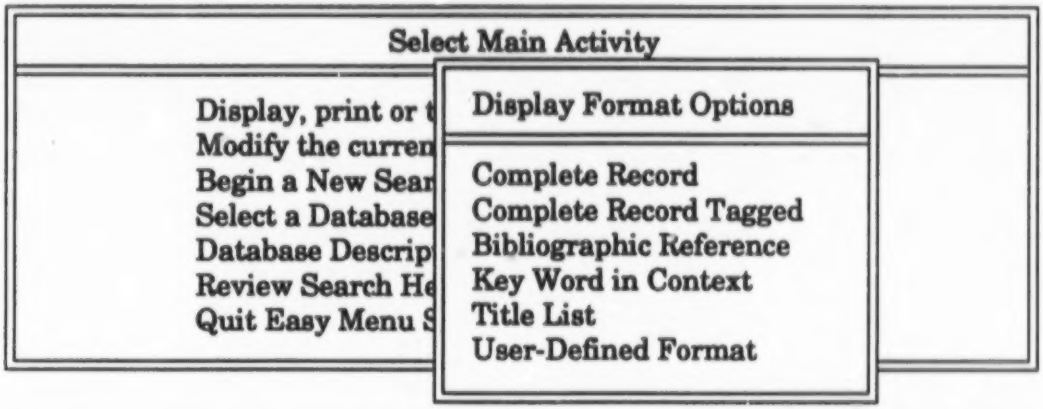
Now you're targeting in on your topic...

The result is then limited to 5 records as shown below.


ERIC - CIJE & RIE 1980 - March 1989
1. 1,283 records with ERIC Subject Headings of CONTENT READING AREA
2. 5 Records remaining, limiting to those with ERIC Subject Headings of Social Sciences
Select Main Activity
Display, print or transfer the Selected Record(s)
Modify the current search with additional criteria
Begin a New Search (clears existing search)
Select a Database (clears existing search)
Database Description Help
Review Search Helps
Quit Easy Menu Search

To see the five remaining records, select *Display, print or transfer the Selected Record(s)* on the *Select Main Activity* menu at the bottom of the screen.

The *Display Format Options* menu will then appear as shown below:

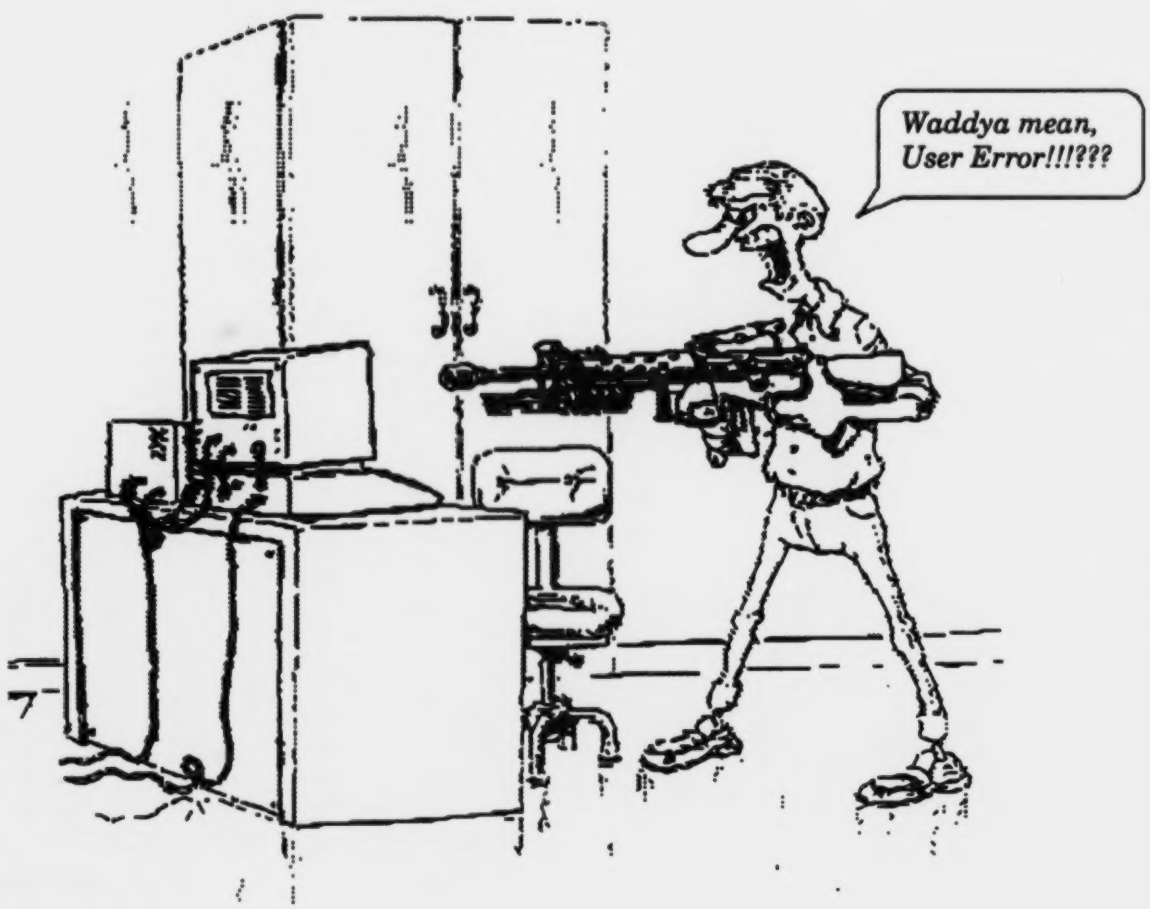


Select the option desired. *Complete Record* will display the bibliographic citation (author, title, source, date) and an abstract. *Bibliographic Reference* does not include an abstract. After you highlight an option and press **ENTER**, the first of the retrieved citations will be display (see next page for examples). You may page through the citations using the **PAGE UP** or **PAGE DOWN** keys. To print the citation, press **F8**. A menu will appear. Select the desired print option and press **ENTER**.

Conclusion:

This has been an introduction to using ERIC ON DISC. Scan through the special help screens, for they will greatly aid your searching. These instructional screens will describe other types of searches you can perform, how to truncate words to include all the subject you need in your search, how to broaden your search if the results are few or narrow your search if the results are too many.

As you search, be sure to consult with the librarian on duty for additional suggestions. Some help notes follow...



Help Notes:
Other Search Methods

Note that there are other methods of searching ERIC on Disc. These include:

1. **Word/Phrase Index**
   searches by words and phrases listed in the ERIC database.

2. **Author Name**
   if the author's name is known, select this method, entering the author's last name first.

3. **Title**
   select this method and type in the main words of the title.

4. **Journal**
   this limits the search to only those articles in a particular journal.

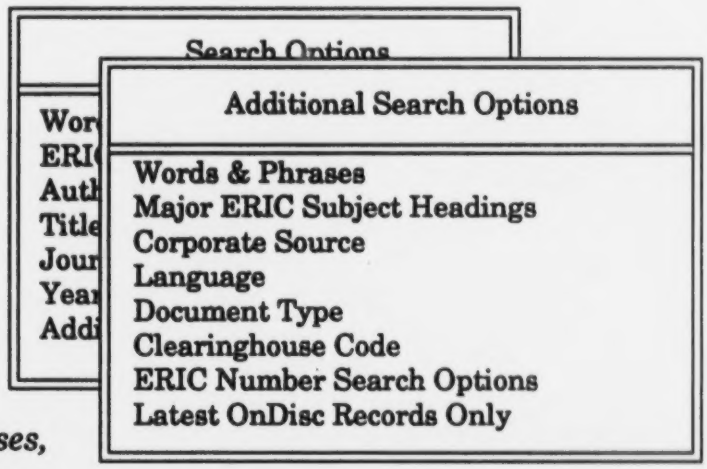
5. **Year of Publication**
   this limits the search to a particular time period.

6. **Additional Search Options**
   please see the next page

Search Options
Word/Phrase Index
ERIC Subject Headings
Author Name
Title Words
Journal Name
Year of Publication
Additional Search Options

Additional Search Options

Additional methods of searching can be used when other search methods have proven difficult.



1. **Words & Phrases**
   Searching Words & Phrases allows you to directly enter terms to be searched in titles, abstracts, subject headings, or notes. In order to learn more about using this option, highlight *Words & Phrases,* press **ENTER**, and then press **F1** (this will bring up the help screens that will explain how to use this option in more detail.) The main purpose of *Words & Phrases* is to locate information not readily accessible using *ERIC Subject Headings.*

2. **Major ERIC Subject Headings**

3. **Corporate Source**
   limits your search to specific institutions.

4. **Language**
   English only

5. **Document Type**
   Limits search to either ED (Ed documents) or EJ (Ed Journals)

6. **ERIC Number**
   Retrieve by the ERIC number

7. **Latest OnDisc Records**
   This type of searching is often used as a means of updating previous searches.

Being aware of these additional search methods is important. It is through hands-on experience that the searcher is best able to learn which search techniques will work for a particular need. A librarian will be happy to consult with you at any time when searching on ERIC on Disc.

Sample Formats

TITLE LISTING:

1 A Guide to Critical Thinking for Maryland Social Scientists: A Summary Report of Ideas and Resources.
2 Back to the Basics: Teaching Reading Skills to Social Science Students
3 A Study of the Effects of Self-Instructional Modules on Achievement in College Social Studies.
4 The Use of Connectives in Community College Textbooks
5 Readability Levels of the Reading Passages in the ITED: Final Report. Iowa Testing Programs Research Report. Number 6
6 Test of Enguiry Skills and Handbook

COMPLETE RECORD

Home *** End of Record *** Next: Ctrl + PgDn
F1-Help F4-Format F5-Sort F7-Records F8-Print/Xfer Esc-Main Menu

2 of 5 Complete Record
EJ249027 JC502580
Back to the Basics: Teaching Reading Skills to Social Science Students. [Title]
Beyer, Barry K. [Author]
Community College Social Science Journal, v3 n2 p14-19 Win 198 1980 [Journal]
Available from: Reprint: UMI
Language: English
Document Type: JOURNAL ARTICLE (080); NON-CLASSROOM MATERIAL (055)
Journal Announcement: CIJNOV81

Presents a rationale and suggests methods for teaching reading in college social science courses. Urges instructors to stress vocabulary and purpose when making reading assignments. Discusses ways of passage-marking; the skim, question, read, record, and review (SQ3R) method; and assignment mapping. (AYC) [Abstract]

Descriptors: Advance Organizers; Content Area Reading; Postsecondary Education; *Reading Instruction; *Reading Skills; Social Sciences; Teacher Responsibility